

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 61-08

EFFECTIVE: JANUARY 15, 2008

CANCELS: GENERAL ORDER 10-2

TO: ALL PERSONNEL

INDEX AS: LIGHT DUTY
LIMITED DUTY

SUBJECT: LIMITED DUTY

I. PURPOSE

The purpose of this General Order is to establish a limited duty policy for those employees on temporary disability leave due to an on-duty injury/illness. Limited duty allows an employee to maintain basic skills and/or learn new skills and enables the Department to utilize an employee in a useful role during convalescence. Nothing in this General Order shall supersede the provisions of the Personnel Manual of the City of Ballwin.

II. POLICY

- A. It shall be the policy of this Department to provide, when possible, a limited duty assignment for any full-time employee on temporary disability.
- B. A limited duty assignment shall be considered temporary and shall not extend past the time frame set forth in this Order, unless so determined by the City Administrator.
- C. While on limited duty, employees shall maintain the pay grade assigned to their normal full-duty assignment.
- D. Unless precluded by the nature of the illness or injury, commissioned employees placed on limited duty status, will continue to wear the Department uniform.
 - 1. Unless physically unable to do so, officers restricted to civilian attire shall be permitted to carry their authorized weapon(s) and Department – issued badge, concealed, both on and off duty.
 - 2. No employee so authorized shall initiate any police action unless a life-threatening situation exists and no reasonable alternative course of action exists.
- E. Generally, an employee who is not able to perform their full-time duties will be considered unable to perform secondary employment. Therefore, employees may not work secondary employment while on limited duty, unless approved by the Chief of Police.
- F. Requests for limited duty may be initiated by the employee on disability. If an employee does not request a limited duty assignment after being evaluated as being capable of such duty by their attending physician or a physician designated by the Chief, (at Department expense) the employee may be assigned by the Chief to a limited duty assignment as deemed necessary and appropriate.

III. REQUEST FOR LIMITED DUTY ASSIGNMENT

- A. Employees who are capable of returning to work full time, but on a temporary limited duty assignment, shall have their authorized worker's comp physician complete a dated Physical Limitations For Limited Duty Assignment Form, which medically approves a limited duty assignment. The physician's statement and a memorandum requesting a limited duty assignment shall then be forwarded through the chain of command to the Chief of Police, who shall authorize a limited duty assignment, and if the uniform shall be worn or if the employee shall be authorized to continue carrying a firearm.
- B. Employees may initially be approved, by the City Administrator, for up to thirty (30) days of limited duty, with extensions possible to a maximum of sixty (60) days, at thirty (30) day intervals.
- C. Employees must provide a written statement from the attending physician describing the current prognosis and the estimated time for full recovery each time an extension is requested.
- D. At the end of sixty (60) days or at such prior time as it is determined that there will not be a recovery to full – duty status, other options available will be presented to the employee by the Chief of Police.

IV. LIMITED DUTY ASSIGNMENTS

- A. When making limited duty assignments, every effort will be made to place employees in assignments that are appropriate for their particular skills and level of experience.
- B. Employees approved for limited duty assignment may not refuse an assignment within the limits of their capabilities, as defined by their attending physician or a physician designated by the Chief of Police (at Department expense).
- C. The immediate supervisor of an employee on limited duty shall make periodic checks with the employee to ensure their compliance with the intent of the Order.

V. RETURN TO FULL DUTY

An employee on limited duty may be returned to full duty status upon receiving the appropriate release from either their attending physician or a physician designated by the Chief of Police at Department expense. The statement shall indicate that they have recovered from their illness/injury and are capable of performing all the duties of their permanent duty position. The statement shall be forwarded through the chain of command to the Chief of Police who shall determine if the employee is eligible to return to full duty status. The employee shall continue to report to their limited duty assignment until notified otherwise by the Chief of Police.